

U.S. ARMY CONTRACTING AGENCY



Get the most
from your GPC
Rebate report.

Brought to you by:
Your ACA NR
Government
Purchase Card Team

Step One- download the report

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AKO Files/Acquisition/ACA/ACA HQ RM/RM Army Purchase Card/Rebates

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Wednesday, 12 October 2005

Creator mark.e.thomas1 Your Access Read-Only

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RM Army Purchase Card

- Army Regulation
- BPA (Blanket Purch Agreements)
- Briefings
- CARE FY04 Year-End Process
- Delinq. & Suspen. Reports
- DoD GPC Guidelines
- EDI
- Fraud Detection Tools (USB)
- FY 03 DAC Report
- G089 Metrics
- GAO
- GSA SmartPay Conference
- MCC Codes
- Memos
- Rebates
- FY 02
- FY 03
- FY 04
- FY 05

Choose Fiscal year

| Name | Type | Size | Creator | Date/Time (GMT) | Version |
|--------------------------|----------------------|-----------|----------------|-----------------|---------|
| FY 02 | Subfolder | 4 file(s) | mark.e.thomas1 | 10/29/03 21:18 | |
| FY 03 | Subfolder | 8 file(s) | mark.e.thomas1 | 03/01/05 13:53 | |
| FY 04 | | 5 file(s) | mark.e.thomas1 | 02/22/05 16:07 | |
| FY 05 | | 4 file(s) | mark.e.thomas1 | 05/24/05 17:14 | |
| Example Rebate Card | Microsoft Powerpoint | 195 KB | mark.e.thomas1 | 05/06/05 16:48 | 1 |
| US Bank Rebate Worksheet | MS Excel | 22 KB | mark.e.thomas1 | 03/23/05 20:27 | 2 |

This is a very large file
Do not print!

Done Trusted sites

Start Inbox - Micros... Microsoft Word Government P... Microsoft Pow... Army Know... 9:57 AM

Get the most from your GPC Rebate



What can this report tell you?

- DOC's
 - Identify problems and work with customers to increase rebates earned
 - Measure installation performance against Army-wide and ACA NR totals
- AOPC's
 - Status of installation GPC rebate program
 - File turn times and rebates earned
 - Billing officials with high turn times
 - Problem card holders



See how the Army has done

Microsoft Excel - FY05Q1 Rebates(2).xls

F20418 17.8

| | A | B | C | D | E | F | G | H | I | J | K | L |
|-------|-------------|---------|---------|-----------|-------------------|----------------------------------|-------------------------------|-------------------|------------|------------|------------------|--------------------------|
| 1 | Level 3 | Level 4 | Level 5 | Purchases | Cardholder Count | Company Quarter Starting Balance | Company Sum of Daily Balances | Calculated Rebate | Carry Over | Net Rebate | File Turn Factor | Rebate Percentage Earned |
| 2 | | | | | | | | | | | | |
| 20414 | | | | 57698 | \$ 22,235.65 | 6 | \$ 3,128.75 | 544412.97 | 194.12 | \$ - | \$ 194.12 | 25 |
| 20415 | | | | 57699 | \$ 10,621.51 | 1 | \$ 555.00 | 144842.48 | 111.95 | \$ - | \$ 111.95 | 14 |
| 20416 | | | | 57700 | \$ 4,328.07 | 2 | \$ 114.19 | | | | | |
| 20417 | | | | 57701 | \$ 3,219.10 | 1 | \$ 9,245.29 | | | | | |
| 20418 | | | | 57702 | \$ 3,386.62 | 1 | \$ 17.80 | | | | | |
| 20419 | | | | 57703 | \$ 18,656.85 | 1 | \$ 796.99 | | | | | |
| 20420 | | | | 57705 | \$ 30,622.63 | 6 | \$ 3,247.75 | | | | | |
| 20421 | | | | 57706 | \$ 20,178.30 | 4 | \$ 18.00 | | | | | |
| 20422 | | | | 57707 | \$ 11,498.17 | 2 | \$ (67.92) | | | | | |
| 20423 | | | | 57708 | \$ 698.96 | 2 | \$ 5,176.45 | | | | | |
| 20424 | | | | 57709 | \$ 64,865.94 | 3 | \$ 41,899.66 | | | | | |
| 20425 | | | | 57714 | \$ 11,328.40 | 1 | \$ 4,577.03 | | | | | |
| 20426 | | | | 57716 | \$ 18,000.20 | 2 | \$ 8,700.48 | | | | | |
| 20427 | | | | 57717 | \$ 4,192.10 | 2 | \$ - | 78584.22 | 40.7 | \$ - | \$ 40.70 | 19 |
| 20428 | | | | 57718 | \$ 9,391.70 | 3 | \$ - | 217416.28 | 83.45 | \$ - | | |
| 20429 | | | | 57798 | \$ 3,376.56 | 1 | \$ - | -45214.58 | 43.02 | \$ - | | |
| 20430 | | | | 57917 | \$ 7,259.93 | 1 | \$ 1,668.29 | 223627.76 | 56.34 | \$ - | | |
| 20431 | | | | 57973 | \$ 26,882.09 | 1 | \$ 29,554.97 | 981274.7 | 183.07 | \$ - | | |
| 20432 | | | | 58091 | \$ 9,910.43 | 2 | \$ 2,539.00 | 296943.25 | 78.49 | \$ - | | |
| 20433 | | | | 58092 | \$ 965.06 | 1 | \$ 507.61 | 36064.65 | 6.42 | \$ - | | |
| 20434 | | | | 58103 | \$ 7,468.46 | 1 | \$ 4,922.09 | 201802.75 | 61.58 | \$ - | | |
| 20435 | | | | 58174 | \$ 1,079.44 | 1 | \$ 76.36 | 24266.25 | 9.77 | \$ - | | |
| 20436 | | | | 64567 | \$ 33,115.84 | 1 | \$ 9,931.64 | 903686.3 | 273.04 | \$ - | \$ 273.04 | 28 |
| 20437 | | | | 83657 | \$ 4,121.00 | 1 | \$ 3,146.00 | 78968.23 | 39.33 | \$ - | \$ 39.33 | 20 |
| 20438 | | | | 91085 | \$ 1,332.08 | 1 | \$ - | 35687.56 | 11.2 | \$ - | \$ 11.20 | 27 |
| 20439 | | | | 99297 | \$ 5,995.00 | 1 | \$ (120.00) | 64791.71 | 66.18 | \$ - | \$ 66.18 | 11 |
| 20440 | (blank) | (blank) | (blank) | | | | | | | | | |
| 20441 | Grand Total | | | | \$ 845,477,067.59 | 44,455 | \$ 34,813.77 | 2570245.348 | 5437127.27 | \$ - | \$ 5,437,127.27 | 47 |

Level 3 / Level 4 / **Level 5** / Army_2005q1 raw data /

Ready

Start | Inbox - Micro... | Government... | Microsoft Offi... | 2 Microsoft... | Microsoft E... | 2:58 PM

Get the most from your GPC Rebate



See how ACA NR has done

Microsoft Excel - FY05Q1 Rebates(2).xls

File Edit View Insert Format Tools Window Help Adobe PDF Type a question for help

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3252 \$ 29,847.58 1 \$ 17,431.65 \$ 2,028,452.62 \$ 5.97 \$ - \$ 5.97 68 0.02%

1582 \$ 2,562.16 1 \$ 536.66 \$ 73,736.53 \$ 20.46 \$ - \$ 20.46 29 0.80%

1583 \$ 48,190.32 4 \$ 27,372.42 \$ 1,336,124.16 \$ 392.50 \$ - \$ 392.50 28 0.81%

7471 \$ 3,756.95 1 \$ 6.5

2066 \$ 12,624,240.62 1 \$ 1,021.1

5221 \$ 3,175.17 1 \$ 2.4

5224 \$ 3,911.47 1 \$ 3.1

5271 \$ 4,257.57 1 \$ 21.1

5617 \$ 61,410.12 4 \$ 65.1

5662 \$ 32,268.47 6 \$ 11.1

8798 \$ 58,964.63 3 \$ 7.5

8819 \$ 23,892.43 3 \$ 21.6

9065 \$ 6,702,660.91 1 \$ 3,479.3

14082 \$ 1,378,069.63 7 \$ 266.1

14090 \$ 26,335.10 1 \$ 8.4

14160 \$ 9,017.86 2 \$ 2.1

14194 \$ 775.07 1 \$ 6.1

14206 \$ 4,184.01 1 \$ 1.1

14216 \$ 572.79 2 \$ 2.1

14219 \$ 631.25 1 \$ 1.1

14229 \$ 6,582.81 2 \$ 10.1

14231 \$ 37,946.76 4 \$ 22.6

14302 \$ 1,184.58 1 \$ 4.1

14322 \$ 19,417.25 3 \$ 19.1

14325 \$ 1,447.07 1 \$ 2.1

14341 \$ 3,942.70 1 \$ 5.1

14343 \$ 19,845.35 4 \$ 10.1

14453 \$ 7,708.57 1 \$ 5.1

14461 \$ 10,761.23 3 \$ 17.4

14468 \$ 3,102.01 2 \$ 1.1

14469 \$ 49,184.63 2 \$ 45.1

14472 \$ 5,297.77 3 \$ 7.1

14474 \$ 942.02 1 \$ 1.1

14476 \$ 37,135.02 3 \$ 23.1

14479 \$ 1,476.34 2 \$ 0.6

26089 \$ 18,367.91 3 \$ 114.1

26097 \$ 44,381.17 4 \$ 5.1

26098 \$ 5,265.57 1 \$ 41,588.30 \$ 885,893.95 \$ 1.05 \$ - \$ 1.05 189 0.02%

26105 \$ 71,591.67 5 \$ 2,490.35 \$ 1,693,345.78 \$ 629.66 \$ - \$ 629.66 24 0.88%

26107 \$ 2,113.03 5 \$ 1,088.80 \$ 37,384.15 \$ 20.66 \$ - \$ 20.66 18 0.98%

26120 \$ 31,772.31 1 \$ 55,741.25 \$ 4,627,901.03 \$ 6.35 \$ - \$ 6.35 146 0.02%

2102 \$ 2,315.03 2 \$ 2,030.64 \$ 195,189.22 \$ 0.46 \$ - \$ 0.46 85 0.02%

6519 \$ 63,459.31 2 \$ 2,092,103.97 \$ 466.11 \$ - \$ 466.11 33 0.73%

6522 \$ 3,908.34 1 \$ - \$ 115,733.86 \$ 30.56 \$ - \$ 30.56 30 0.78%

7003 \$ 7,547.53 2 \$ 1,504.09 \$ 171,176.29 \$ 67.53 \$ - \$ 67.53 23 0.90%

Level 3 / Level 4 / Level 5 / Army_2005q1 raw data /

Ready NUM

Start | Inbox - Micros... | Government P... | Microsoft Offic... | 2 Microsoft ... | Microsoft Ex... | 2:26 PM

From the Level 5 tab, use the down arrow to

a) deselect all, and then

b) select the region's Level 3 accounts: 31, 56, 57, 71, 73. Click OK.



Look at file turns and rebate percentage earned

Microsoft Excel - FY05Q1 Rebates(2).xls

F20418

| | A | B | C | D | E | F | G | H | I | J | K | L |
|------|-------------|---------|---------|-------------------|------------------|----------------------------------|-------------------------------|-------------------|------------|------------|------------------|--------------------------|
| 1 | | | | Data | | | | | | | | |
| 2 | Level 3 | Level 4 | Level 5 | Purchases | Cardholder Count | Company Quarter Starting Balance | Company Sum of Daily Balances | Calculated Rebate | Carry Over | Net Rebate | File Turn Factor | Rebate Percentage Earned |
| 3231 | | | 2102 | \$ 9,788.10 | 2 | \$ 9,575.00 | 492096.65 | 44.43 | \$ - | \$ 44.43 | 51 | 0.45% |
| 3232 | | | 2104 | \$ 37,925.68 | 2 | \$ 9,497.01 | 980882.77 | 321.23 | \$ - | \$ 321.23 | 26 | 0.85% |
| 3233 | | | 2105 | \$ 48,874.92 | 1 | \$ 51,528.09 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.56% |
| 3234 | | | 2116 | \$ 8,355.69 | 1 | \$ 8,355.69 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.85% |
| 3235 | | | 2117 | \$ 11,713.88 | 2 | \$ 11,713.88 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 1.04% |
| 3236 | | | 2118 | \$ 80,132.94 | 1 | \$ 80,132.94 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.73% |
| 3237 | | | 2120 | \$ 36,887.64 | 1 | \$ 36,887.64 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.78% |
| 3238 | | | 2121 | \$ 75,189.28 | 2 | \$ 75,189.28 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.61% |
| 3239 | | | 2123 | \$ 11,937.36 | 1 | \$ 11,937.36 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.81% |
| 3240 | | | 2124 | \$ 139,369.55 | 5 | \$ 139,369.55 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.80% |
| 3241 | | | 2129 | \$ 22,035.47 | 2 | \$ 22,035.47 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.02% |
| 3242 | | | 2130 | \$ 72,903.46 | 1 | \$ 72,903.46 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.75% |
| 3243 | | | 2198 | \$ 22,690.62 | 2 | \$ 22,690.62 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.86% |
| 3244 | | | 2323 | \$ 5,783.70 | 3 | \$ 5,783.70 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.85% |
| 3245 | | | 2327 | \$ 1,365.71 | 2 | \$ 1,365.71 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.02% |
| 3246 | | | 2328 | \$ 6,465.59 | 1 | \$ 6,465.59 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.73% |
| 3247 | | | 2329 | \$ 73,371.99 | 6 | \$ 73,371.99 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.75% |
| 3248 | | | 2419 | \$ 6,757.51 | 1 | \$ 6,757.51 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3249 | | | 2423 | \$ 225.00 | 1 | \$ 225.00 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.32% |
| 3250 | | | 2425 | \$ 12,056.92 | 1 | \$ 12,056.92 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.63% |
| 3251 | | | 2431 | \$ 303.17 | 1 | \$ 303.17 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | #DIV/0! |
| 3252 | | | 2432 | \$ 7,603.46 | 2 | \$ 7,603.46 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3253 | | | 2433 | \$ 14,937.80 | 1 | \$ 14,937.80 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3254 | | | 4352 | \$ 17,410.59 | 1 | \$ 17,410.59 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3255 | | | 4407 | \$ 29,762.08 | 1 | \$ 29,762.08 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3256 | | | 9567 | \$ 25,105.35 | 3 | \$ 25,105.35 | 2128368.08 | 274.43 | \$ - | \$ 274.43 | 44 | 0.01% |
| 3257 | Grand Total | | | \$ 183,418,803.88 | 7,007 | \$ 49,185.28 | 4101369.153 | 80.08 | \$ - | \$ 80.08 | 60 | 0.32% |
| 3258 | | | | | | | | | | | 41 | 0.63% |

Scroll to bottom of the data to check out the ACA NR wide numbers.

Note the ACA NR file turn time and rebate percentage earned.

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Drill down to identify potential problems

Microsoft Excel - FY05Q1 Rebates(2).xls

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Level 3 Level 4 Level 5

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3252 \$ 29,847.58 1 \$ 17,491.65 \$ 2,028,452.62 \$ 5.97 \$ - \$ 5.97 68 0.02%
1582 \$ 2,562.16 1 \$ 536.66 \$ 73,736.53 \$ 20.46 \$ - \$ 20.46 29 0.80%
1583 \$ 48,190.32 4 \$ 27,372.42 \$ 1,336,124.16 \$ 392.50 \$ - \$ 392.50 28 0.81%
7471 \$ 3,756.95 1 \$ 6,599.63 \$ 375,071.76 \$ 0.75 \$ - \$ 0.75 100 0.02%
2066 \$ 12,824,240.62 5221 \$ 3,175.17 5224 \$ 3,911.47 5271 \$ 4,257.57 5617 \$ 61,410.12 5662 \$ 32,268.47 8798 \$ 58,964.63 8819 \$ 23,892.43 9065 \$ 6,702,660.91 14082 \$ 1,378,069.63 14090 \$ 26,335.10 14160 \$ 9,017.86 14194 \$ 775.07 14206 \$ 4,184.01 14216 \$ 572.79 14219 \$ 631.25 14229 \$ 6,582.81 14231 \$ 37,946.76 14302 \$ 1,184.58 14322 \$ 19,417.25 14325 \$ 1,447.07 14341 \$ 3,942.70 14349 \$ 19,845.95 14453 \$ 7,708.57 14461 \$ 10,761.29 14468 \$ 3,102.01 14469 \$ 49,184.63 14472 \$ 5,297.77 14474 \$ 942.02 14476 \$ 37,135.02 14479 \$ 1,476.94 26089 \$ 18,367.91 26097 \$ 44,981.17 26098 \$ 5,265.57 26105 \$ 71,591.67 26107 \$ 2,113.03 6120 \$ 31,772.31 2102 \$ 3,215.03 3090 \$ 2,030.64 6519 \$ 63,459.31 6522 \$ 3,908.34 7003 \$ 7,547.59 4 \$ 5,891.63 \$ 1,298,219.52 \$ 359.17 \$ - \$ 359.17 29 0.80%
1 \$ 41,568.30 \$ 886,893.95 \$ 1.05 \$ - \$ 1.05 169 0.02%
5 \$ 2,490.35 \$ 1,693,345.78 \$ 629.66 \$ - \$ 629.66 24 0.88%
5 \$ 1,088.80 \$ 37,384.15 \$ 20.66 \$ - \$ 20.66 18 0.98%
1 \$ 55,741.25 \$ 4,627,901.09 \$ 6.35 \$ - \$ 6.35 146 0.02%
2 \$ 1504.03 \$ 171,176.23 \$ 67.53 \$ - \$ 67.53 23 0.90%

Level 3 Level 4 Level 5

Army_2005q1 raw data

Ready

Start | Inbox - Micros... | Government P... | Microsoft Office... | 2 Microsoft ... | Microsoft Ex... | 2:26 PM

Get the most from your GPC Rebate



Look at installation level data

Using the level 4 down arrow, select your level 4 accounts. CLICK OK.

Get the most from your GPC Rebate



Look for problems and trends

Microsoft Excel - FY05Q1 Rebates(2).xls

J39

| | C | D | E | F | G | H | I | J | K | L | M |
|----|---------|-----------------|------------------|----------------------------------|-------------------------------|-------------------|------------|-------------|------------------|--------------------------|---|
| 1 | Level 5 | Purchases | Cardholder Count | Company Quarter Starting Balance | Company Sum of Daily Balances | Calculated Rebate | Carry Over | Net Rebate | File Turn Factor | Rebate Percentage Earned | |
| 11 | 2113 | \$ 35,560.66 | 1 | \$ 7,298.88 | 667553.18 | 341.74 | \$ - | \$ 341.74 | 19 | 0.96% | |
| 12 | 2119 | \$ 1,019,011.60 | 3 | \$ 362,418.00 | 30402709.3 | 7968.67 | \$ - | \$ 7,968.67 | 30 | 0.78% | |
| 13 | 2148 | \$ 43,609.02 | 2 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 355.19 | 28 | 0.81% | |
| 14 | 2149 | \$ 35,443.72 | 3 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 277.17 | 30 | 0.78% | |
| 15 | 2153 | \$ 7,068.00 | 2 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 59.87 | 26 | 0.85% | |
| 16 | 2164 | \$ 367.00 | 1 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 2.70 | 33 | 0.74% | |
| 17 | 2172 | \$ 12,449.00 | 2 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 115.87 | 16 | 1.01% | |
| 18 | 2175 | \$ 22,253.00 | 1 | \$ 14,997.05 | 172897.53 | 255.19 | \$ - | \$ 40 | | 0.62% | |
| 19 | 2199 | \$ 6,715.00 | 2 | \$ 9,104.50 | 281710.77 | 64.27 | \$ - | \$ 64.27 | 33 | 0.73% | |
| 20 | 2204 | \$ 23,102.48 | 3 | \$ 606.14 | 550885.48 | 203.19 | \$ - | \$ 203.19 | 24 | 0.88% | |
| 21 | 2205 | \$ 4,613.99 | 2 | \$ 4,214.20 | 132137.11 | 30.85 | \$ - | \$ 30.85 | 29 | 0.80% | |
| 22 | 2206 | \$ 561,760.29 | 4 | \$ 495,844.07 | 21154868.75 | 3682.34 | \$ - | \$ 3,682.34 | 38 | 0.66% | |
| 23 | 2207 | \$ 16,280.52 | 2 | \$ (3,395.72) | -157523.83 | 205.79 | \$ - | \$ 205.79 | 0 | 1.26% | |
| 24 | 2208 | \$ 22,275.08 | 1 | \$ 20,028.29 | 537079.25 | 192.23 | \$ - | \$ 192.23 | 25 | 0.86% | |
| 25 | 2243 | \$ 51,441.22 | 5 | \$ 23,278.95 | 1175104.25 | 460.66 | \$ - | \$ 460.66 | 23 | 0.90% | |
| 26 | 2256 | \$ 1,731.72 | 1 | \$ 6,175.47 | 42327.16 | 14.94 | \$ - | \$ 14.94 | 25 | 0.86% | |
| 27 | 3149 | \$ 15,678.26 | 2 | \$ 663.70 | 395933.58 | 132.79 | \$ - | \$ 132.79 | 26 | 0.85% | |
| 28 | 9766 | \$ 358,841.73 | 7 | \$ - | 7631068.29 | 3220.02 | \$ - | \$ 3,220.02 | 22 | 0.91% | |
| 29 | 15058 | \$ 2,631.42 | 1 | | 69561.94 | | | | | | |
| 30 | 15189 | \$ 26,290.75 | 2 | | 1000983.96 | | | | | | |
| 31 | 15973 | \$ 2,853.65 | 1 | | 46317.89 | | | | | | |
| 32 | 21875 | \$ 3,799.37 | 1 | \$ 4,055.36 | 106782.43 | | | | | | |
| 33 | 82747 | \$ 3,165.00 | 1 | \$ (68.96) | 99145.98 | | | | | | |
| 34 | | \$ 2,590,198.45 | 84 | \$ 57,772.95 | 359717.552 | | | | | | |
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| 39 | | | | | | | | | | | |

Use the results to identify potential problems. High file turns point to billing officials who need to take corrective action.

Also, view rebates (and rebate percentage earned) for the installation.

Rebate Percentage Earned

File Turn Factor

Net Rebate

Calculated Rebate

Company Sum of Daily Balances

Company Quarter Starting Balance

Cardholder Count

Purchases

Level 5

Level 3 / Level 4 / Level 5 / Army_2005q1 raw data

Ready

NUM

Start | Internet | Microsoft Office | Microsoft Office | Microsoft Excel | Microsoft Excel | Microsoft Excel | 2:47 PM



Finishing touches

- Printing-
 - Use the “print preview” function to determine the number of pages to print. Print only the 1 or 2 pages you need.
- Further analysis
 - You can drill down to the individual card holder in the “raw data” tab. Simply select entire worksheet, go to Data/Sort/Level 5. Then click “Sort.” Scroll down to the billing official (level 5) whose card holder you need to examine.



- Contact your ACA NR GPC Team:
 - Elaine Pearson 757-799-2988
 - Bernard Franklin 757-799-7253